COMMITTEE ON EDUCATION, RECREATION AND YOUTH AFFAIRS

CHRONOLOGICAL FILE

1975

JULIUS W. HOBSON
CHAIRPERSON

COUNCIL OF THE DISTRICT OF COLUMBIA

WASHINGTON, D. C. 20004

January 30, 1975

EDUCATION, RECREATION & YOUTH AFFAIRS COMMITTEE

Third Regular Meeting
January 30, 1975
10:30 A. M.
Conference Room 501

AGENDA

I. Quorum Call

II. Review of Items Currently in Committee

A. Committee Rules and Procedures

B. Selection of a vice chairman

III. New Business

Tentative Committee Agenda

A. February 6, 1975
Briefings by both the Board of Education and Office of the Superintendent of Schools concerning their budgetary needs and priorities for FY 1976.

B. February 13, 1975
Briefing by Department of Recreation

C. February 20, 1975
Briefing by the Public Library

Education, Recreation and Youth Affairs Committee
Agenda, January 30, 1975

I. Quorum Call

II. Review of Items Currently in Committee
   A. Committee Rules and Procedures
   B. Selection of a vice Chairman

III. New Business
   A. Briefings by both the Board of Education and the Superintendent of the D. C. Public Schools on February 6, 1975 concerning their budgetary needs and priorities for FY 1976.

   B. Tentative Briefing by Department of Recreation on February 13, 1975

   C. Tentative briefing by the Public Libraries on February 20, 1975

Council of the District of Columbia
Memorandum

City Hall, 14th and E Streets, N.W. Fifth Floor 638-2223 or Government Code 137-3806

To Councilmembers of the Education, Recreation and Youth Affairs Committee

From Julius W. Hobson, Chairperson

Date January 30, 1975

Subject Committee Meeting Minutes, January 23, 1975

PARTICIPANTS:

Committee Chairperson, Julius W. Hobson

Committee Members: Mrs. Willie Hardy
Mr. William Spaulding

Council Staff: Lou Aronica, Committee Staff
Paul Sanders Brown, Executive Assistant
Fred Aranha, Council Executive Secretariat

Others: Ms. Ruth Y. Goodwin, Citizen
Mrs. Alice Finlayson, League of Women Voters
Ms. Linda Jones, The Washington Post
Dr. James L. Jones, Director, Office of Youth Opportunity Services
Van Richardson, Citizen
R. Calvin Lockridge, D.C. Health
Ms. Patricia Smith, Youth Opportunity Services
Curtis M. Taylor, Jr., Youth Opportunity Services
James Woodward, Youth Opportunity Services

The Chairman opened the meeting with a brief statement indicating that the purpose of the meeting was to hear from Dr. James L. Jones, Director, Office of Youth Opportunity Services, who briefed the members of the Committee on the department's needs and goals and program operations. His presentation included a film documentary designed to familiarize viewers with the mission of the YOS office and its operation.

The film, shot on location at several sites around the community, dealt with the need to develop more meaningful after school activities in order to reduce unacceptable social behavior, to bolster greater participation in program development by young people and to seek solutions to the youth job problem. In addition, the film cited specific program models which have been determined successful; The N.E. Teenage Night Club was an example.

During the viewing of the film, Dr. Jones pointed out:

(1) The Office of YOS was established in 1968. Its mission is to provide cultural, skill-development, recreational and social programs for young people to help them become involved in running the city,

(2) Young people are invited to participate in the formation, organization and operation of the local Neighborhood Planning Committee -- involvement in the total process of participation; voting, office holding, writing of proposals and selection of staff, etc.

(3) Philosophically, the Office of Youth Opportunity Services believes that:

(a) the community decides what programs it wants;

(b) Youth should participate in the selection of staff

(c) Youth should participate in the selection of cites

(d) Youth should participate in the evaluation of programs

(e) Youth participate in the making of changes

(4) Unfortunately, youth interest is often difficult to capture. Priorities of many young people seem to be directed in other directions-- a basketball game or dance may take precedence over participation in the formation of programs.

(5) Few youth programs are designed for girls. This seems to be true of youth programs throughout the country.

(6) The job situation for the young is critical. Youth demand for job opportunities and the follow-up of job application in the YOS program is weak. This is a problem which must be addressed.

(7) YOS has a budget which includes:

$2,000,000 appropriated funds from D.C. Government
$1,200,000 grant for community-based programs
$6,000,000 for summer programs for youth .

(8) In the area of juvenile delinquency and its control, YOS operates a 24-hour youth program, the Courtesy Patrol and the Street Academy for drop-outs.

(9) Coordination of the work of the YOS with other agencies which serve youth has been criticized. Attempts to resolve this problem have been initiated through workshops which provide opportunities for the various agencies that serve youth to share information, ideas and suggestions as well as develop some basis for community participation.

(10) Office of Youth Opportunity Services has been successful in reducing administrative overhead and uses funds saved to double jobs for young people.

(11) The two Neighborhood Centers are staffed with medical, dental and other professionals to provide services to youths. (These two centers located at the old No. 10 Precinct Station and on 55th Street, N.E. are funded by grants.)

In response to questions from Mr. Hobson about the establishment of other centers, Dr. Jones expressed the hope of establishing at least two more so that there would be one in each quadrant of the city.

According to Dr. Jones and Mr. James Woodward the efforts of the YOS program have resulted in some improved relationship between the 6th District Police Headquarters and the YOS, Police have utilized the service of the program to secure temporary shelter for residents. Cooperative efforts have lead to a greater mutual recognition and support.

Among the serious problems encountered in the day to day operations is the lack of participation by a sufficient number of residents and the development of cliques.

Allocation of funds are based on the population to be served. Tightening of programs from an administrative point of view is often seen as usurpation of power in the local community, but it is often the result of the failure by local staff to conform to proposal design, and to follow administrative procedures.

Technical assistance is given to local staff to improve programs, but measures are taken to insure accountability and some evaluation of effort.

Mrs. Hardy suggested that local staffs need support rather than termination and suggested that Dr. Jones look into this area of criticism.

Questions from Mr. Spaulding dealt with interface between YOS and other community agencies and the problem of duplication. Dr. Jones explained that local governmental and community organizations are notified of the meetings. Since NPC's are made up of local residents and agency representatives, the YOS programs respond to community requests and it becomes very difficult to say to the recommending NPC that a program legitimately requested cannot be approved without causing the NPC to lose its credibility and integrity. Essentially, the more effective the NPC is, the better the program.

Suggestions were made for improvement of program evaluation, and for improved training of NPC members.

Meeting was adjourned with thanks from the Chairman at 12:30 p.m.

FJA:SB:lm

Council of the District of Columbia
Memorandum

City Hall, 14th and E Streets, N.W. Fifth Floor 638-2223 or Government Code 137-3806

To Chairman Tucker and all Council Members

From Councilmember Julius W. Hobson JWH

Date January 30, 1975

Subject Resolution reaffirming support for the Equal Rights Amendment as set forth by the previous D. C. City Council Resolution of May 16, 1972 introduced by Margaret Haywood.

On May 16, 1972 the previous D. C. City Council adopted a resolution supporting the Equal Rights Amendment. I feel that as the first popularly elected City Council in over 100 years it is appropriate that we reaffirm our support for both the letter and the spirit of this proposed Constitutional Amendment.

I invite all members of the City Council to join in sponsoring this resolution.

COUNCIL OF THE DISTRICT OF COLUMBIA

WASHINGTON, D. C. 20004

JULIUS W. HOBSON, SR.
Councilmember at Large

January 30, 1975

Ms. Shirley Ross
1619 South Compton Drive
Compton, California 90221

Dear Ms. Ross,

This is the address and telephone number of William Kuntzler which you requested in our telephone conservation of January 30.

Mr. William Kuntzler, Esquire
Kuntzler, Kuntzler, Hyman, Hyman and Goldberg
370 Lexington Avenue
New York, New York 10000

If I can help you in any other way please feel free to contact me.

Sincerely,

Julius W. Hobson

Earl H. Bass 347 9121

Council of the District of Columbia

Shirley Ross

Robt. Boyd

William Kuntyler
atty, address + phone
call

1619 South Atlantic
Dr.
Compton, California
90221

Council of the District of Columbia

January 29, 1975

To: Bob Williams

From: Sandy Brown

Driver pick up schedule for Mr. Hobson is as follows:

MONDAY	9:30 a.m.
TUESDAY	9:30 a.m.
WEDNESDAY -	Open
THURSDAY	10:00 a.m.
FRIDAY	11:00 a.m.

Bob, what is the procedure to be used on the return trip -- will the motor pool make a trip to a home address?

Have the driver check with me or Lorraine to be sure there are no changes each morning.

Robert Williams, Acting Council Secretary

Julius W. Hobson, Council Member

January 28, 1975

Electronic Devices for Council Member's Parking Lot

I was unable to get out of the parking area reserved for the Council Members because the electronic gate was closed. Would you please see that I get the electronic device to open that gate as soon as possible.

Thank you.

PSB:lm

January 27, 1975

Commissioner and Mrs. Benjamin L. Hooks
3901 Argyle Terrace, N.W.
Washington, D.C. 20011

Dear Commissioner and Mrs. Hooks:

Mrs. Hobson and I are sincerely sorry we were unable to attend the reception for the Honorable and Mrs. Harold E. Ford on January 14, 1975, at your invitation.

Thank you for extending the opportunity for us to meet the Congressman and his wife.

Sincerely,

Julius W. Hobson
Councilmember at Large

January 24, 1975

Mrs. Grace C. Lormans, Director
Retired Senior Volunteer Program of D.C.
95 M Street, S.W.
Washington, D.C. 20024

Dear Mr. Lormans:

I am very sorry my schedule did not permit my being an honored guest at the Second RSVP Annual Meeting held on January 13th, at Arena Stage. I apologize for not responding prior to the program.

Please extend my best wishes to the Retired Senior Volunteers and wish them every success for another year of volunteer service.

Sincerely,

Julius W. Hobson
Councilmember at Large

LM:bhs

January 24, 1975

Dean Milton Wilson
Department of Public Administration
School of Business and Public Administration
Howard University
2345 Sherman Avenue, N.W.
Washington, D.C. 20059

Dear Dean Wilson:

I am very sorry I was unable to attend the informal reception honoring the Honorable Barbara Jordan, Congresswoman from Texas, co-sponsored by your Department and the Joint Center for Political Studies on Sunday, January 19, 1975.

Thank you for the invitation.

Sincerely,

Julius W. Hobson
Councilmember at Large

January 24, 1975

Dr. Harvey Webb, Jr.
11108 Swansfield Road
Columbia, Maryland 21043

Dr. Webb:

COUNCIL OF THE DISTRICT OF COLUMBIA

WASHINGTON, D. C. 20004

Dear

Thank you for your warm congratulations upon my election to an at-large seat on the Council of the District of Columbia.

Having an elected government for the first time in more than one hundred years is of great importance to the people of the District of Columbia, and I am very pleased, proud and honored to be a part of this historical event.

I will endeavor during the next four years to be a representative of all of the citizens of the District of Columbia in an effort to bring about improved conditions in all aspects of city life.

Sincerely,

Julius W. Hobson
Councilmember at Large

January 24, 1975

Ms. Elsie T. Neely
Mrs. Willie C. Mason
Co-Chairpersons
Lincoln Day Dinner Committee of the
Capitol City Republican Club, Inc.
Suite 623
1028 Connecticut Avenue, N.W.
Washington, D.C. 20036

Dear Co-Chairpersons:

Thank you for your cordial invitation to serve as an Honorary Sponsor of CCRC's Lincoln Day Dinner on February 12, 1975 at the Washington Hilton Hotel.

I sincerely regret that a previous commitment prevents my participation in this Lincoln Day celebration.

Sincerely,

Julius W. Hobson
Councilmember at Large

LM:bhs

January 24, 1975

Mr. Everett Scott, Chairman
Upper Northeast Coordinating Council
5532 Chillum Place, N.E.
Washington, D.C. 20011

Dear Mr. Scott:

Thank you for the copy of your letter to Rev. Jerry A. Moore, Jr., concerning the preservation of the Brook Mansion on WMATA property at the Brookland Metro Station site.

I shall keep your views in mind as we consider land and areas concerned with Metro planning.

Sincerely,

Julius W. Hobson
Councilmember at Large

January 24, 1975

Mr. and Mrs. Billy Simpson
Billy Simpson's House of Seafood & Steaks
3815 Georgia Avenue, N.W.
Washington, D.C. 20011

Dear Mr. and Mrs. Simpson:

Mrs. Hobson and I, are so very sorry we were unable to accept your invitation to the Inaugural Open House on January 2, 1975.

From all accounts it was a most successful affair. Thank you for the invitation.

Sincerely,

Julius W. Hobson
Councilmember at Large

Mrs. Hardy

January 24, 1975

Ms. Joan D. Lewis, Chairman
The Citizen Judiciary Committee of D.C.
Washington Office
234 58th Street, N.E.
Washington, D.C. 20019

Dear Ms. Lewis:

Because your letter of January 6, 1975 concerns the problems of an inmate (Elroy X. Lewis) of the Department of Corrections, I am referring your communication to the Chairperson of the Public Safety Committee, Mrs. Willie Hardy, for reply to your Committee.

If I can be of any further assistance, please do not hesitate to call me.

Sincerely,

Julius W. Hobson
Councilmember at Large

cc: Copies of Correspondence
to Mrs. Hardy

THE CITIZEN JUDICIARY COMMITTEE
DISTRICT OF COLUMBIA
WASHINGTON, D. C. 20019

Joan D. Lewis : Chairman
Washington Office
234 58th Street N.W.
Washington 20019
Call 398-1935 after 5:00 P.M.

Mr.Julius Hobson
D.C.City Council
Washington,D.C.

COMMITTEE:
Mr. John C. Lewis
Co-Chairman
Mr. Elroy X. Lewis
Chairman of committee
for the establishment
of a better Judicial
system
Lorton, Reformatory
Box 25, Lorton, Va.
22079

January 6,1975

Dear Sir:

Herewith is a letter dated Dec.13,1974 to the Mayor of our city. In reading this letter you will see where I am requesting the Mayor for somekind of consideration in a matter that has to do with an in-[illegible] in the Department of Corrections. This letter to the Mayor will tell [illegible] that I am in need of help.

The Mayor has not made any reply to my letter. I feel very bad about him not giving me the respect of making a reply to my letter. We now have what is call self government. What is this self government for if we cannot get the officials to respect the rights of every man and woman of this new government. The law is on our side,therefore,we must do what is #### right and just.

I pray that you will look into this matter for me and my committee. Thank you.

Truly yours,

Joan D. Lewis

Joan D.Lewis
Chairman

R 1/13/75

Mayor Walter E.Washington
District of Columbia Government
14 & E Street, N.W.
Washington,D.C. 20004

Dec.13,1974

Dear Mr.Mayor:

I am respectfully writing this letter because I am very concerned about Elroy X.Lewis,who is an inmate in the Department of Corrections Minimum Security Facility.

My concerned is about Elroy not being permitted to participate in his Black Muslim Religious program and a work training program in the community. Before the Department of Corrections put a stop to the furlough programs,Elroy and other Muslim inmates was permitted to visit their Religious Temple every Sunday. I am told by officials of the Department of Corrections,that the Muslims are the most trustworthy men in their Department.

You never read in the newspapers where any Muslim follower of the Honorable Elijah Muhammad has violated any law or the trust that the Department of Corrections has put in them.The Muslim's record will show that they are not a threat to the community.Therefore,I cannot not understand why Elroy and the other Muslims are not permitted to go back into the community on their program. I hope that you will look into this matter for me.

Mr.Washington,I would now like to talk to you about a work program for Elroy X. Lewis.Elroy is nolonger being considered for a work program because it is stated that he did not come within the new guidelinse of the Department of Corrections.These new guidelinse states that a person must complete eighty percent of his Minimum Sentence. Elroy have been in confinement for about 9 years.The Department of Corrections permitted him to participate in his Religious and work program for about a year and a half.This was before the furloughs were stop.

These new guidelinse states that an "inmat will be eligible for these programs only under Exceptional Circumstances and that this requirement may be met only when the resident (1) has demonstrated complete institutional adjustment; (2) is strongly motivated to benefit from the program;and (3) is considered to have exceptional potential for rehabilitation.On the of a psycholgical evaluation,that the inmate's release from

the institution would not contitute a danger to the community."

It is an absolute fact that Elroy have demonstrated a complete institutional adjustment.Read the letters herewith form officials of the Department of Corrections and from the trial judge in Elory's criminal case. These records or letters will give you some knowledge as to Elroy's adjustment. Because Elroy adjusted so well,Mr. D.C.Jackson had him put in minimum Security.

A psychological evaluation have just been took on Elroy.Not only have Elroy benefited from the Correctional work program,but his famil have benefited from Elroy's working. Let me tell you just some of the ways how we have benefited from this program: As a Muslim Follower of the Honorable Elijah Muhammad, we believe in doing something for our self. I was not able to put childern in our school before Elroy started working.

I did not have the money to do the things I needed to do for my childern.My home was in a very bad condition,this was because I did not have a man around to help me. I would be very happy if you or someone from your staff would come and see my home now. Elroy and his family have truly benefited from the Correctional work program.

Mr.Washington, in a few more months,we are going to have a new member (baby) In our family. This new baby is coming into the world becaus the Department of Correction permitted Elroy to participate in community furloughs. If I ever needed help,I need it now. I have two other childern and many bills that must be taken care of while I am having this baby.

As you must know,women in the Nation of Islam do not believe in taking money from the Government. We try to do for our self. Having this new baby, I will not be able to do for myself. This information should giv you some knowledge as to why Elroy must be put back on some work program. The record will show that Elory is not a danger to the community.

Elory's case should and must be said to be Exceptional.There is much more that I can say and will say if Elroy needs any more support in this matter. It is my hope that you will personally look into this matter. We have sent letters to the Department ofCorrections,and their reply is herewith.

I thank you for the time that you have given to this matter.

Very Truly Yours,

Joan D. Lewis

Joan D. Lewis
Chairman

cc/Mr.D.C.Jackson
Mr.Elroy X.Lewis
JDL

GOVERNMENT OF THE DISTRICT OF COLUMBIA

Suite 1114
614 H Street, N.W.
Washington, D.C. 20001

Office of The Director

Ms. Joan D. Lewis, Chairman
Citizen Judiciary Committee
234 58th Street, N.E.
Washington, D.C. 20019

Re: Lewis, Elroy X.
DCDC#126532

Dear Ms. Lewis:

We are in receipt of your correspondence of November 25, 1974 in reference to Resident Elroy X. Lewis who is presently housed at the Minimum Security Facility.

In researching Mr. Lewis' record, we contend that this resident's institutional and community adjustment has been very favorable since his commitment to the Department of Corrections. However, Mr. Lewis does not meet the other criteria in reference to total time served on his minimum sentence of twenty years. At this juncture, Mr. Lewis has served eight (8) years and seven (7) months of his minimum sentence, which includes six hundred and forty (640) days in custody prior to sentencing. Mr. Lewis must complete eighty (80) percent of his minimum sentence, or sixteen (16) years, so as to fall into the prescribed criteria.

We are pursuing other avenues for criteria for the furlough program and we assure you that Mr. Lewis will be considered should our efforts be accepted by the parties responsible for overseeing this operation.

Respectfully submitted,

Anderson McGruder
Acting Assistant Director
for Operations

January 24, 1975

Mr. Alan J. Whitney
Executive Vice-President
International Brotherhood of Police Officers
2139 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Dear Mr. Whitney:

Because your letter of December 17, 1974 concerns the personal appearance and uniform of police officers, I am forwarding it to Mrs. Willie Hardy, Chairperson, of the Committee on Public Safety, which is the Committee directly concerned with the Police Department.

I do thank you very much for bringing this situation to my attention and I shall keep your views in mind should the Public Safety Committee present the problem to the Council.

Sincerely,

Julius W. Hobson
Councilmember at Large

cc: Mrs. Willie Hardy, Chairperson
Public Safety Committee

LM:bhs

Mr. Robert Williams, Acting Council Secretary

Julius W. Hobson, Councilmember

January 24, 1975

Appointment of Committee Staff

Attached is the SF 171 for Ms. Patricia Anne Evans Miner. I have selected Ms. Miner to fill the GS-13 Committee Clerk position on the Education, Recreation and Youth Affairs Committee.

Please take the necessary steps to have her on board as quickly as possible as a GS-13.

Attachment

Council of the District of Columbia
Memorandum

City Hall, 14th and E Streets, N.W. Fifth Floor 638-2223 or Government Code 137-3806

To ALL COUNCIL STAFF

From Robert Williams, Acting Council Secretary

Date January 24, 1975

Subject RELOCATION OF COUNCIL STAFF

In order to provide physical space for the Council staff for more efficient operations, it will be ncessary to relocate certain individuals from their present locations. We regret this inconvenience.

The objective of this relocation is to establish specific working areas for the Council's committee staff who are on board and those pending appointment.

Fred Aranha is assigned the responsibility for coordinating these changes.

Staff members will be informed of the changes to be made and should be ready to move on notice.

These staff relocations are to be completed by January 29.

Mr. Robert Williams, Acting Council Secretary

Julius W. Hobson, Councilmember

January 24, 1975

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Please take the necessary steps to have her on board as quickly as possible as a GS-13.

Attachment

COUNCIL OF THE DISTRICT OF COLUMBIA

WASHINGTON, D. C. 20004

January 24, 1975

Mr. Alan J. Whitney
Executive Vice-President
International Brotherhood of Police Officers
2139 Wisconsin Avenue, N.W.
Washington, D.C. 20007

Dear Mr. Whitney:

Because your letter of December 17, 1974 concerns the personal appearance and uniform of police officers, I am forwarding it to Mrs. Willie Hardy, Chairperson, of the Committee on Public Safety, which is the Committee directly concerned with the Police Department.

I do thank you very much for bringing this situation to my attention and I shall keep your views in mind should the Public Safety Committee present the problem to the Council.

Sincerely,

Julius W. Hobson

Julius W. Hobson
Councilmember at Large

cc: Mrs. Willie Hardy, Chairperson
Public Safety Committee

LM:bhs

INTERNATIONAL BROTHERHOOD OF POLICE OFFICERS

December 17, 1974

Julius W. Hobson, Sr.
Councilman, District of Columbia
907 4th Street, S.W.
Washington, D.C. 20024

Dear Councilman Hobson:

The International Brotherhood of Police Officers (IBPO), as the certified representative of officers and sergeants of the D.C. Metropolitan Police Department, wishes to bring to your attention a situation which is seriously affecting the morale of the members of the force.

[illegible]r the administration of the former chief, Jerry V. Wilson, [illegible] men and women of the department were permitted to wear their hair in a length and style contemporary with other citizens in their age and sex peer groups.

Unfortunately, former Acting Chief John S. Highes saw fit on November 29, 1974, to issue new standards revising the criteria governing the personal appearance of the police officers. The result is that many officers now are faced with the prospect of disciplinary action, up to and including separation from the force, if they insist on exercising their right to continue wearing their hair in what were previously acceptable lengths or styles.

This situation is causing widespread unrest and disillusionment among the officers, who almost unanimously feel that such restrictions constitute an unwarranted invasion of their right to determine for themselves how they shall wear their hair.

This situation is compounded by the fact that D.C. firefighters, who also make up a category of uniformed D.C. Government employees, are not subject to such arbitrary restrictions. A visitor to virtually any station house in the District can observe firefighters whose hair length far exceeds that worn by any D.C. police officer.

The IBPO, in its efforts to establish the right of its members to wear their hair as they wish, filed suit in Federal District Court. This action was dismissed by Judge Richey for lack of jurisdiction, and we now are preparing an action for filing in D.C. Superior Court, where no jurisdictional problem appears to exist.

It seems to us that the newly-elected D.C. City Council is in a position to bring some common-sense and equity to this controversy by immediately, upon its installation next month, voting to eliminate that portion of the uniform and personal appearance order which restricts the officers' hair length and style.

Authority for Council action in this regard is set forth in Title IV, Section 121, which provides that "...the District of Columbia Council is hereby authorized to make and modify, and the Commissioner of the District of Columbia is hereby authorized and empowered to enforce, under such penalties as Council may deem necessary, all needful rules and regu- ions for the proper government, conduct, discipline and good name of said Metropolitan Police force..."

Such action on the part of the City Council would eliminate a point of much dissatisfaction and dissension among the members of the department and also would forestall a long and acrimonious legal struggle in the courts.

We would be happy to meet with you at your convenience to discuss this proposal.

Sincerely,

Alan J. Whitney

Alan J. Whitney
Executive Vice-President

COUNCIL OF THE DISTRICT OF COLUMBIA

WASHINGTON, D. C. 20004

January 23, 1975

EDUCATION, RECREATION & YOUTH AFFAIRS COMMITTEE

Second Regular Meeting

January 23, 1975
10:30 a.m.
Conference Room 505

AGENDA

1. Briefing on the Office of Youth Opportunity Services by Dr. James Jones, Director

January 23, 1975

Mr. Joe Holt Anderson
3737 Massachusetts Avenue, N.W.
Washington, D.C. 20016

Dear Mr. Anderson:

Thank you for your letter of January 10, 1975.

All the positions on my committee staff have been filled. However, if you will send me a S.F. 171, I will circulate it and your resume to the other committees for consideration.

Sincerely,

Julius W. Hobson
Councilmember at Large

PSB:lm

January 23, 1975

Honorable and Mrs.
Harry T. Alexander
5701 Utah Avenue, N.W.
Washington, D.C. 20015

Dear Judge and Mrs. Alexander:

Mrs. Hobson and I, sincerely regret we were unable to attend the informal chat in your home to meet your friend the Reverend Dr. Jesse L. Jackson on Sunday, January 12, 1975.

Please accept our apologies.

Sincerely,

Julius W. Hobson
Council member at Large

LM:bhs

January 22, 1975

Mr. Dwight S. Cropp
Executive Secretary
Board of Education
415 12th Street, N.W.
Washington, D.C. 20004

Dear Mr. Cropp:

I am sorry I was unable to attend the meeting of the Committee on Student Services and Community Involvement to consider "Proposed Guidelines for the Issuance of Free Bus Tokens".

Would you please have the Chairman of the Committee send me a brief summary of the proposed guidelines for Councilmember Julius Hobson's information.

Sincerely,

Paul S. Brown
Executive Assistant to
Councilmember at Large
Julius Hobson

LM:bhs

District of Columbia City Council
Memorandum

City Hall, 14th and E Streets, N.W. Room 507 638-2223 or Government Code 137-3806

To Robert Williams, Acting Council Secretary

From Julius W. Hobson, Chairperson, Education, Recreation and Youth Affairs Committee

Date January 22, 1975

Subject Schedule of Meetings of the Education, Recreation and Youth Affairs Committee

This is to request reservation of Conference Room 505 every Thursday at 10:30 a.m. for the regular meeting of the Education, Recreation and Youth Affairs Committee. If Room 505 has already been committed, I would be willing to alternate days with other committees.

LM:bhs

Robert Williams, Acting Council Secretary

Julius W. Hobson, Chairperson, Education, Recreation and Youth Affairs Committee
January 22, 1975

Schedule of Meetings of the Education, Recreation and Youth Affairs Committee

This is to request reservation of Conference Room 505 every Thursday at 10:30 a.m. for the regular meeting of the Education, Recreation and Youth Affairs Committee. If Room 505 has already been committed, I would be willing to alternate days with other committees.

LM:bhs

TELEGRAM: (Deliver by hand-immediately) January 21, 1975

TO: Mrs. Virginia Morris, President, Board of Education
The Presidential Building, 415 12th Street, N.W.

Message:

WE WOULD LIKE FOR YOU OR YOUR REPRESENTATIVE FROM THE D.C. BOARD OF EDUCATION TO BRIEF THE CITY COUNCIL COMMITTEE ON EDUCATION, RECREATION AND YOUTH AFFAIRS AT ITS MEETING SCHEDULED FOR THURSDAY, FEBRUARY 6, 1975 AT 10:30 A.M. IN ROOM 506 OF THE COUNCIL ON THE PRESENT SCHOOL BUDGET. ALSO AT THIS TIME YOU MAY BRIEF THE COMMITTEE ON THE BUDGETARY DIFFICULTIES FACING THE PUBLIC SCHOOLS.

JULIUS W. HOBSON
CHAIRPERSON
EDUCATION, RECREATION AND
YOUTH AFFAIRS COMMITTEE

cc: Chairman Tucker
Councilwoman Hardy
Councilman Spaulding

TELEGRAM: (Deliver by hand - immediately) January 21, 1975

TO: Mrs. Barbara Sizemore, Superintendent D.C. Public Schools
The Presidential Building, 415 12th Street, N.W.

Message:

WE WOULD LIKE FOR YOU OR YOUR REPRESENTATIVE FROM THE D.C. PUBLIC SCHOOLS TO BRIEF THE CITY COUNCIL COMMITTEE ON EDUCATION, RECREATION AND YOUTH AFFAIRS AT ITS MEETING SCHEDULED FOR THURSDAY, JANUARY 30 AT 10:30 A.M. IN ROOM 505 OF THE COUNCIL ON THE PRESENT SCHOOL BUDGET. ALSO AT THIS TIME YOU MAY BRIEF THE COMMITTEE ON THE BUDGETARY DIFFICULTIES FACING THE PUBLIC SCHOOLS.

JULIUS W. HOBSON
CHAIRPERSON
EDUCATION, RECREATION AND
YOUTH AFFAIRS COMMITTEE

cc: Chairman Tucker
Councilwoman Hardy
Councilman Spaulding

COUNCIL OF THE DISTRICT OF COLUMBIA

WASHINGTON, D. C. 20004

January 20, 1975

Washington Ecology Center
800 21st Street N.W.
Washington, D.C. 20052

Dear Gentlemen:

On Monday January 27,1975, the District of Columbia Council will hold a public hearing on the confirmation of Mayor Washington's nominations to the District of Columbia Zoning Commission.

I know the Washington Ecology Center has provide assistance to citizens, who have had cases pending before the Zoning Commission, and the Center has served as a public advocate in our city's planning process.

So I hope your schedules will permit you to attend the confirmation hearing, and enter testimony so that the entire council may benefit from your knowledge.

Sincerely,

Julius W. Hobson

January 20, 1975

Mr. Andrew W. Johnson, Executive Vice President
Washington D.C. Area Trucking Association, Inc.
1616 P Street, Northwest
Washington, D.C. 20036

Dear Mr. Johnson:

I am sorry I was unable to attend the annual Christmas luncheon of your Association last December.

Thank you very much for the invitation.

Sincerely,

Julius W. Hobson
Councilmember at Large

January 20, 1975

Ms. Margaret E. Harris, Chairperson
Peoples Involvement Corporation
2146 Georgia Avenue, N.W.
Washington, D.C. 20001

Dear Ms. Harris:

I am very sorry I was unable to attend the Semi-Annual General Assembly of the Peoples Involvement Corporation last November.

Thank you for the warm congratulations upon my election to an at-large seat on the Council.

Sincerely,

Julius W. Hobson
Councilmember at Large

District of Columbia City Council
Memorandum

City Hall, 14th and E Streets, N.W. Room 507 638-2223 or Government Code 137-3806

To Council Members of the Education, Recreation and Youth Affairs Commitee

From Julius W. Hobson, Chairperson

Date January 20, 1975

Subject Committee Meeting, January 17, 1975

PARTICIPANTS:

Committee Chairperson, Julius W. Hobson

Committee Members: Mrs. Willie Hardy
Mr. William Spaulding

Council Staff: Lou Aronica, Committee Staff
Paul Sanders Brown, Executive Assistant
Lorraine McCottry, Administrative Assistant

Others: Mrs. Alice Finlays n, League of Women Voters of D.C. and D.C. Citizens for Better Public Education
Ms. Debbie Seigler, D.C. Statehood Party
Walter Pinkney, Association of Substitute Teachers

Mr. Hobson opened the informal meeting with the statement that this was the first official meeting of the Education and Youth Affairs Committee. He indicated that rules of procedure would conform closely to the suggested general rules of procedures for Committees now being drafted by Chairman Tucker.

It was established that the Committee would hold regular meetings every Thursday at 10:30 a.m. The chairperson would notify other committee members by Tuesday should there not be sufficient business to hold a regular meeting.

Mr. Hobson indicated that he would invite the heads of the various departments in the area of Education, Recreation and Youth Affairs to come to the regular meetings and brief the members and staff of the committee on their respective departments, concentrating on programs and budgets.

The Committee members indicated that this would be very useful. Mrs. Hardy expressed her concern with the program overlap between the Department of Recreation and the Office of Youth Opportunity Services. She stated that attention should be given to the duplication of services. She would like to know whether Youth Opportunity Services programs were designed for the development of marketable skills of its participants and whether participants are allowed to attend school and remain in their programs.

Mrs. Hardy also asked that a request be directed to the Director of the Library to make the library conference rooms available to the public for longer hours in the evening. The current Library policy has these conference rooms closing promptly at 9:00 p.m. and the people using these facilities are often rudely told to leave. In many cases the public meetings which take place there most often last as late as 10:30 p.m.

The Committee indicated it would like to have copies of the current budgets of each department as well as organizational charts.

Mr. Walter Pinkney, President of the Substitute Teachers Association, D.C. Public Schools, addressed the Committee in regard to the amending of the D.C. Code, Title 696, regarding the pay of substitute teachers. His organization would like for substitute teachers to come under the umbrella of the Teachers Salary Act in order for substitutes to receive pay increases.

Mr. Spaulding asked Mr. Pinkney to submit to the Committee or to the Council his request in writing. Mr. Hobson said a memorandum would be sufficient.

Mr. Hobson indicated that Dr. James Jones, Director of the Youth Opportunities Services Office, would be invited to brief the Committee at the meeting on Thursday, January 23, 1975. Mr. Spaulding mentioned that he hoped that the Committee could receive an analysis of all youth serving programs. Mr. Hobson said he thought this would come with the briefing from Dr. Jones and the questions that would follow.

Mr. Hobson asked Committee members if they had or wished to make any recommendations for personnel to be assigned to the Education, Recreation and Youth Affairs Committee. Both Mrs. Hardy and Mr. Spaulding felt that this should be the prerogative of the Chairperson, but wished to be informed as to his decisions.

Meeting Adjourned at 11:15 a.m.

I:PB:bhs

District of Columbia City Council
Memorandum

City Hall, 14th and E Streets, N.W. Room 507 638-2223 or Government Code 137-3806

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Meeting Adjourned at 11:15 a.m.

LM:PB:bhs

January 17, 1975

MEMORANDUM FOR: Dr. James L. Jones, Director
Youth Opportunity Services Office
1319 F Street, N.W.

Subject: Briefing on the Office of Youth Opportunity Services

This is to confirm the request for a briefing by the Office of Youth Opportunities Services to be given to the members of the Education, Recreation and Youth Affairs Committee of the Council on Thursday, January 23, 1975 at 10:30 a.m. in Room 501 of the District Building.

Thank you for adjusting your schedule to give this briefing to the members of the Committee.

Julius W. Hobson
Chairperson
Education, Recreation and Youth Affairs
Committee

cc: Committee Members

Mr. Robert Williams, Acting Secretary to the Council

Julius W. Hobson, Councilmember at Large

January 17, 1975

Request for office space for staff of the Education and Youth Affairs Committee

I am in the process of selecting the Committee Staff for the Education and Youth Affairs Committee and would like to request office space capable of accomodating at least three staff people.

Your assistance in initiating the necessary action to provide this space would be appreciated.

PSB:lm

Mr. Robert Williams, Acting Secretary to the Council

Julius W. Hobson, Councilmember at Large

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PSB:lm

District of Columbia City Council
Memorandum

City Hall, 14th and E Streets, N.W. Room 507 638-2223 or Government Code 137-3806

To MEMBERS OF THE COUNCIL

From STERLING TUCKER, CHAIRMAN

Date JANUARY 17, 1975

Subject

In response to your earlier request of me, I am proposing a set of "model" rules for our Committee system, for your consideration at the Committee of the Whole on Monday, January 27, 1975.

Attachment

2000

SAMPLE COMMITTEE RULES

I. Meetings.

Regular meetings of the _____ Committee will be held on each Thursday at 3:00 P.M. in Room 505, District Building or at such other place as may be determined by the Chairman.

A regular meeting may be cancelled or rescheduled by notification in writing from the chairman to each committee member outlining the reason for the action and provided to the member not later than 48 hours prior to the date and time of the regular meeting.

II. Special Meetings.

Special meetings may be called by the chairman of the committee by notifying each committee member in writing of the scheduling of such Special meetings, the agenda and the place and time for such meeting. Special committee meetings may also be called by majority of the committee members by the same process.

III. Vice Chairman

An office of Vice Chairman of this Committee is hereby established. The Vice Chairman is authorized to serve in the absence of the Committee Chairman. The chairman of the Committee shall nominate a member of the

Committee as Vice Chairman with the approval of a majority of the total Committee.

IV. Conduct of Meetings.

A. Meetings of the Committee shall be open to the public and other members of the Council unless there is a need for a non-public session and discussion of the Committee at which no official action of any kind may be taken. The Committee shall decide in open session or concur in public with the position of the chair that discussion of the matter or matters shall be closed to the public.

B. A record of Committee action, including roll-call votes, on all motions, amendments, and proposals whenever a vote is taken or proposed shall be maintained. Where a reporter or stenographer has not been provided, the Chairman shall appoint a person to maintain a record of such actions as outlined.

Such record shall be available for public inspection from the Office of the Secretary.

C. A majority of the Committee members shall constitute a quorum for a meeting. Unless a quorum is present no matters may be considered, however, one member of the Committee may

constitute a quorum for the taking of evidence and receipt of testimony during a hearing, round table or similar investigative vehicle.

D. Proxy voting is not allowed.

E. Any member of the Committee who at the time of approval of any bill, report, or regulation does not agree with the majority shall be given no less than five working days to prepare, if he or she so desires, such minority views as he or she may wish and have such views included in the report on the matter.

V. Investigations.
(Getting hearings calendared)

A. Prior to undertaking any investigation, the Chairperson shall advise the Council Members of such inquiry.

B. The Committee shall approve the issuance of subpoenas in each case, based upon a recommendation thereof by a member of the Committee and specific as to person, and documents including book and papers as may be required.

C. The Committee shall approve the holding of public hearings and shall by memorandum request scheduling of the Chamber for that purpose to the Committee of the Whole.

January 16, 1975

Mrs. Adelene Bickerdyke, Secretary
Federation of Citizens Associations of
the District of Columbia
122 Third Street, N.E.
Washington, D.C. 20002

Dear Mrs. Bickerdyke:

Thank you for your letter of January 4, 1975, concerning the rezoning of the Georgetown Waterfront.

Should this matter come before the Council, I will keep the views of your Federation in mind.

Sincerely,

Julius W. Hobson
Council Member at Large

PSB:lmc

Mr. Rodney Coleman, Executive Assistant to the Chairman

Julius W. Hobson, Councilmember at Large

January 16, 1975

Request for a Permanent Handicap Ramp at the 13½ Street Entrance to the District Building

Thank you for your memorandum requesting the wooden ramp at the 13½ Street Entrance of the District Building.

However, I would like to officially request that the ramp be a permanent one. Not only would this benefit other handicapped people employed in the District Building, but would be a service to the handicapped Washington Community at large whose business would require them to come to the District Building.

I would greatly appreciate your initiating the necessary action for the installation of a permanent ramp.

January 16, 1975

STATEMENT BY COUNCILMEMBER AT LARGE JULIUS W. HOBSON
Made to Mary Cliff of WETA radio

I am in favor of giving the District of Columbia the same right of representation in the Congress which the other States already possess.

However, I do not believe that representation should be granted through a Constitutional Amendment. The District of Columbia must be granted Statehood in the same manner that the other 50 States have been admitted into the union. Only in this way is it possible for the people of Washington, D.C. to gain the full rights of citizenship which the rest of the people in the United States have.

Mr. Donald H. Weinberg, Director of Personnel

Julius W. Hobson, Councilmember at Large

January 15, 1975

Personnel

Attached is a SF 171 and resume for Armando B. Rendon. Mr. Rendon has had extensive experience in urban affairs and communications and is also fluent in Spanish.

I hope you will be able to interview Mr. Rendon within the next two weeks and alert him to any available positions within the District of Columbia government.

Attachment

PSB:lmc

Mr. Donald H. Weinberg, Director of Personnel

Julius W. Hobson, Councilmember at Large

January 15, 1975

Personnel

Attached is a SF 171 and resume for Roy Lee Ross. Mr. Ross has a background in police work and criminology as well as work experience as a program analyst.

I hope you can interview Mr. Ross within the next two weeks and alert him to any available positions within the District Government.

Attachment

PSB:lm

Mr. Donald H. Weinberg, Director of Personnel

Julius W. Hobson, Councilmember at Large

January 15, 1975

Personnel

Attached is a SF 171 for Anton Vernon Wood. Mr. Wood is interested in obtaining a position with the D.C. government. He has had experience in working with environmental affairs.

I hope you will be able to interview Mr. Wood within the next two weeks and alert him to any available positions within the District government.

Attachment

PSB;lmc

January 15, 1975

Mr. W. T. Purdum
225 Whittier Street, N.W.
Washington, D.C. 20012

Dear Mr. Purdum:

Thank you for the comments on your postcard of January 6, 1975.

I agree that the burden of building and maintaining the Metro system should be shared equally by all who benefit from its existence.

Sincerely,

Julius Hobson
Councilmember at Large

January 15, 1975

Mr. Raymond G. Hay
517 Cedar Street, N.W.
Washington, D.C. 20012

Dear Mr. Hay:

Thank you for your letter of December 31, 1974, concerning the waterline suit against the District Government.

I will keep your views in mind when the District of Columbia Water Main Repair and Compensation Act comes before the City Council.

Sincerely,

Julius W. Hobson
Councilmember at Large

Mr. Robert Williams, Acting Council Secretary

Julius Hobson, Council Member

January 13, 1975

Personnel

Attached are four SF 171's for:

1. Armando B. Rendon
2. Conrad Louis Redmond
3. Anton Vernon Wood
4. Roy Lee Ross

These people are seeking staff positions on the Education and Youth Affairs Committee.

Would you please forward these applications to the District Personnel Office, so that they may determine whether these people qualify for the three positions available on the Committee staff.

Attachments

January 13, 1975

Mrs. Anita Shelton, Director
Leadership, Development and Training
National Council of Negro Women, Inc.
National Headquarters
1346 Connecticut Avenue, N.W.
Washington, D.C. 20036

Dear Mrs. Shelton:

I am very sorry I was unable to meet with you and members of your organization in November. Perhaps there will be another opportunity for me to meet with Black Women in leadership roles and to exchange ideas regarding priority issues facing our government and its officials in the near future.

Thank you for the invitation.

Sincerely,

Julius W. Hobson
Councilmember at Large

January 13, 1975

Honorable Maurice Cullinane
Chief of Police
Metropolitan Police Department
Room 5080 Municipal Center
Washington, D.C. 20001

Dear Chief Cullinane:

Congratulations on your appointment as Chief of Police of the Metropolitan Police Department. I am sorry I was unable to attend your swearing-in ceremony and reception.

I know that you will bring enthusiasm and dedication to this challenging and important job.

Sincerely,

Julius W. Hobson
Councilmember at Large

January 13, 1975

Mr. Jackson Graham
General Manager
Washington Metropolitan Area Transit Authority
600 Fifth Street, N.W.
Washington, D.C. 20001

Dear Mr. Graham:

I am very sorry I was unable to attend the conference, "AIRLIE XI," held on Thursday, November 21, 1974 in Warrenton, Virginia.

I am sure that all of the elected officials of the participating jurisdictions, Federal and State officials as well as selected agency staff members involved with WMATA, who attended found the conference very rewarding.

Thank you for the invitation.

Sincerely,

Julius W. Hobson
Councilmember at Large

January 13, 1975

Mr. Len Deibert
Managing Editor
WMAL TV
The Evening Star Broadcasting Co.
4461 Connecticut Avenue, N.W.
Washington, D.C. 20008

Dear Mr. Deibert:

I am very sorry I was unable to participate in WMAL-TV's hour-long special with other members of the new Council on December 29, 1974.

Thank you for the invitation.

Sincerely,

Julius W. Hobson
Councilmember at large

January 13, 1975

Mr. Theodore F. Mariani
Mariani and Associates
Architects Planners Engineers
1600 Twentieth Street, N.W.
Washington, D.C. 20009

Dear Mr. Mariani:

I am very sorry I was unable to attend the Seminar on housing in the District of Columbia held by the American Institute of Architects in collaboration with the District of Columbia Builders Association on December 2nd and 3rd.

Thank you for the invitation to participate.

Sincerely,

Julius W. Hobson
Councilmember at Large

January 13, 1975

Dean Joseph Michalowicz
Registrar
Catholic University
620 Michigan Avenue, N.E.
Washington, D.C. 20064

Dear Dean Michalowicz:

This is on behalf of Mrs. Barbara J. Robinson, 1508 Q Street, N.W. in the hope that will be able to register at the University and pay her registration fees on time. Her grandmother, Mrs. Selenne F. Ivey has agreed to pay the tuition and her grandmother says she has some assets.

I would certainly appreciate your consideration in this matter as this is the only avenue for Mrs. Robinson to follow.

Thank you for your consideration.

Sincerely,

Julius W. Hobson
Councilmember at Large

January 13, 1975

Honorable Burtell Jefferson
Assistant Chief
Metropolitan Police Department
Room 5080 Municipal Center
Washington, D.C. 20001

Dear Chief Jefferson:

Please accept my sincere congratulations on your appointment as Assistant Chief of the Metropolitan Police Department. I am very sorry I was unable to attend the swearing in ceremony and reception on December 20, 1974.

I know you will fulfill the obligations of your office with dedication and distinction.

Sincerely,

Julius W. Hobson
Councilmember at Large

Mr. Robert Williams, Acting Council Secretary

Julius W. Hobson, Councilmember at Large

January 10, 1975

Personnel

Attached are two SF 171's for Wanda Jayne Thomas and Sandra Jane Greene. They wish to apply for staff positions on the Education and Youth Affairs Committee.

Would you please see that their forms are forwarded to the proper office to determine whether they meet the qualifications for these positions.

Attachments

Mr. Robert Williams, Acting Council Secretary

Julius W. Hobson, Chairperson, Education & Youth Affairs Committee

January 10, 1975

Office Supplies and Furnishings

The following office supplies and other furnishings are needed for my staff in order to insure the effective performance of their duties:

FURNITURE

1 Typing table or stand for Sandy Brown
1 small bookcase for Sandy Brown
2 Two drawer filing cabinets for Sandy Brown and Lorraine McCottry
2 small tables for Sandy Brown and Lorraine McCottry

MISCELLANEOUS SUPPLIES

Telephone Message Pads with carbons
Wall calendars
Wall Bulletin Boards
Water Carafe (for Mr. Hobson)
Desk Clock (for Mr. Hobson)
File folders (legal size)
Make Yourself plastic tabs (clear or colors)
Stationary
Pens (both ball point anf black felt tipped)
Sissors
Rulers

SPECIAL ORDERS

Date Stamp (to read: Received Councilman Hobson and date)
Newspaper clipper

January 10, 1975

Mrs. Barbara A. Sizemore
Superintendent of Schools
Room 1209 - The Presidential Building
415 12th Street, N.W.
Washington, D.C. 20004

Dear Mrs. Sizemore:

Enclosed are two pieces of correspondence from Mrs. Mary E. Williams both dated January 9, 1975.

The first letter concerns a discipline problem which her son has experienced at the Weatherless Elementary School.

The second, which is self explanatory, concerns the general conditions that exist at the same school.

Could you, please, look into these two matters and respond so that I may reply to a constituent.

Thank you.

Sincerely,

Julius W. Hobson
Chairperson
Education & Youth Affairs Committee

Enclosures:
As stated above.

Mr. Robert Williams, Acting Secretary to the Council

Julius W. Hobson, Chairperson, Education & Youth Affairs Committee

January 10, 1975

Personnel

Attached is the SF 171 for Anthony Gerald Eddins. I would very much like to have Mr. Eddins appointed to the staff of the D.C. Motor Pool and assigned to me. Since I am unable to drive my car I urgently need the assignment of a chauffeur to assist me.

I certainly appreciate your assistance in getting Mr. Eddins on board as soon as possible.

Attachment -

COUNCIL OF THE DISTRICT OF COLUMBIA

Memorandum

City Hall, 14th and E Streets, N.W. Room 507 638-2223 or Government Code 137-3806

To Council Member Hardy and Council Member Spaulding

From Julius Hobson, Sr, Chairperson, Education & Youth Affairs Committee J.H. / S.B.

Date January 9, 1975

Subject Meeting of the Education and Youth Affairs Committee

There will be a meeting in my office at 10:30 a.m. on Friday, January 17, 1975, of the Education and Youth Affairs Committee. Mrs. McCottry has cleared this date and time with your administrative staffs.

Chairman Tucker an

Dear

Thank you for your warm congratulations upon my election to an at-large seat on the Council of the District of Columbia.

Having an elected government for the first time in more than one hundred years is of great importance to the people of the District of Columbia, and I am very pleased, proud and honored to be a part of this historical event.

I will endeavor during the next four years to be a representative of all of the citizens of the District of Columbia in an effort to bring about improved conditions in all aspects of city life.

Sincerely,

Julius W. Hobson
Councilman - at-Large

Sandy
Lorraine

COUNCIL OF THE DISTRICT OF COLUMBIA

Memorandum

City Hall, 14th and E Streets, N.W. Room 507 638-2223 or Government Code 137-3806

To COUNCIL MEMBERS AND STAFF

From Robert A. Williams, Acting Secretary RAW

Date January 8, 1974

Subject Questions Raised at the January 7 Staff Meeting

The following are some answers to questions raised at the January 7 Staff Meeting:

1. Supplies

We are in the process of making a mass purchase of supplies and would like to include your requests in this order. I would appreciate it if each administrative assistant would send me a list of supplies needed for your staff as soon as possible. A GSA catalogue is available at Joe Plater's desk.

Equipment requests must be matched against funds and account balances and will be considered individually by priority where funds can be identified.

2. Telephones

Because of the limitations on the number of telephones that may be supplied to Council Members and their staff, I would appreciate your informing me of any special requests that you may have so that we can match them against the physical limitations of the phones.

In order to acquaint the new staff with the features of the telephone system, we have scheduled two orientation sessions for tomorrow (Jan. 9) at 11:00 and 4:00 in the Council Chambers.

3. Bell Boys

We are looking into the availability of additional bell boys and will keep you informed of our progress.

The dictaphones on the walls in some of the offices have been inoperative for several years and are scheduled to be removed.

5. Motor Pool

Council Members and their staffs may use the facilities of the Motor Pool for official business. Call Ext. 4418 approximately ten minutes before departure time. Round trips are available but cars will only wait ten minutes.

We are in the process of getting schedules for the shuttle bus.